

**CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE
DIVISION OF FAIRS & EXPOSITIONS
FISCAL YEAR 2007/08
ANNUAL BUDGET**

CONTENTS

Enclosed Documents

- Financial trend report for the Fair.
- Copy of key pages from Fair's prior year STOP and approved operating budget.
- Changes to Budget Package
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- Budget Review Check Sheet
- Check List of items due by budget submittal deadline.

**Forms & Worksheets Available via the Internet
at www.cdfa.ca.gov/fe**

- Budget Forms (Microsoft Excel)
- Budget Worksheets (Microsoft Excel)
- Budget Variance Explanation (Microsoft Word)

California Department of Food & Agriculture

Division of Fairs & Expositions

Fiscal-Year 2007/08 BUDGET

Changes to Budget Package

New for FY 2007/08!

Modification to Budgeted 2006/07 column formulas on Page 1

- Formulas are no longer built into the prior year budgeted 2006/07 column on page 1 for beginning net resource balances. Previously, the actual ending net resources from the prior year were automatically carried forward to the cells for beginning net resources in the budgeted 2006/07 column. Unfortunately, this approach created confusion since F&E requested that all fairs report their prior year budget exactly as approved by F&E, which were based on *estimated* beginning balances.

Fairs now have the option to present their budgeted 2006/07 data based on (1) their budget as approved by F&E last year including the *estimated* beginning balances utilized, (2) the budget as approved by F&E last year with updated beginning balances based on prior-year *actual* year-end data as reported by the Fair, (3) the Fair's most recent modified operating budget as approved by the Fair Board of Directors if applicable (non-Additional Reporting fairs only), or (4) the Fair's most recent modified operating budget as approved by F&E if applicable (Additional Reporting fairs only).

Regardless of which option is chosen, fairs are now required to manually enter their beginning balances for Unrestricted and Restricted net resources as well as investment in capital assets in the appropriate cells.

Prior-Year Adjustments to Depreciation row added to Page 1

- "Other Non-Operating Expenditures (PY adj. related to depreciation)" row has been added to Page 1 for applicable past and projected adjustments. Separate row was added in order to segregate such adjustments from operating activity.

Prior-Year Adjustments to Accumulated Depreciation row added to Schedule 2

- "Accumulated Depreciation Prior Year Audit Adjustments" row has been added to Schedule 2 for applicable estimated and projected adjustments.

Schedule 3B, Reconciliation of F&E Funds Used for Operating Purposes * UPDATED *

- This schedule should be used to summarize F&E funds received and spent on operating activities that are not related to capital projects (e.g. Flex Capital, etc.) and posted to account #34000, Other Resources Acquired. Other non-fair funds (funds from non-profit arm of the fair, non-governmental grants or contributions, etc.) received for operating purposes should no longer be included on Schedule 8B, nor posted to account #34000. Such receipts should be posted to the appropriate operating revenue account such as other operating revenue, donations, etc. Do not include fair funded expenses. Totals from this schedule are automatically carried to page 1 (non-operating revenue account #34000) and page 10 (other operating expense account #94500).
- Account 94500, Other Operating Expense, shall be used to record fair operating expenses funded from F&E funds. Utilizing Account 94500 to capture all operating expenses funded by F&E will allow the fair and F&E to separately identify the status of these funds received, which were received by the Fair for specified program purposes. This will ensure that all such funds are ultimately spent in accordance with program criteria.

Reminders of changes made to last year's budget package

Additional copies of Prior year Financials

- To minimize budget preparation errors and to ensure prior-year Statement of Operations (STOP) and budget figures are accurately reported on the fair's 2006/2007 budget proposal, F&E is now including a copy of key pages from each fair's prior-year financial reports on file with F&E.
- The above referenced documents include pages 1, 2 and Schedule 1 from the fair's 2004/2005 STOP that was accepted by F&E and pages 1, 2, and Schedule 2 from the fair's 2005/06 approved budget.
- It is F&E's hope that inclusion of these documents will help minimize the significant number of discrepancies that occur each year when fairs do not carry forward identical numbers from the previous year. If these discrepancies are remedied, F&E's budget review turnaround time will be significantly reduced. Therefore, please ensure that the prior year numbers provided are accurately transferred to the budget proposal.

Addition of Schedules 3A & 3B, Non-Fair Funds Reconciliations

- Schedules 3A & 3B have been added to assist you in reporting all outside funding. Schedule 3A will capture all resources acquired used for capital projects, while Schedule 3B will capture all resources used for operating purposes covered by non-fair funds (such as Millennium Flex Category I, flex capital funds, other operating grants, etc.).

- These schedules have been added to the budget template to be consistent with the STOP template format distributed to fairs last year. The schedules added are equivalent to Schedules 8A and 8B of the STOP template.

County Signatures (NON-DAAs ONLY)

- F&E suggests that County Fairs (Non-DAAs) acquire County signatures after the budget has been approved by the Division of Fairs and Expositions in order to eliminate the extra time used in acquiring another signature if budget modifications are required by F&E.
- Note that this is only a suggestion. Fairs that wish to obtain County Board of Supervisor approval prior to submittal to F&E may do so. However, re-submittal to the County may be necessary if F&E modifications are significant.

**California Department Food & Agriculture
Division of Fairs & Expositions
FISCAL-YEAR 2007/08 BUDGET**

Preparation Guide

This guide is designed to assist fair organizations with the preparation of their fiscal year 2007/08 budget. All budgets must be submitted in accordance with the policies in these instructions.

The Importance of Budgeting

The budget is a vital management tool that should be utilized to:

- Plan and progress towards the goals and objectives of the fair organization;
- Facilitate communication between management and the Board of Directors regarding the fiscal operation and direction of the fair;
- Control activities; and
- Measure and evaluate the financial performance of the fair.

Budgeting forces the organization each year to step back from the day-to-day management of the operations and to think more strategically, to think longer-term and to plan. New data about future trends may also be revealed during the budget process when the organization analyzes external data such as local demographics, which can be important when preparing each year's budget.

Budgeting also requires members in different parts of the organization to coordinate their activities and communicate with one another. Budgeting is designed to give management an indication of the actions they are supposed to be taking and to motivate management and employees to take those actions. The budget should act as a basis for controlling activities. For example, by looking at the significant variances of actual performance against budget, management can take the necessary actions to ensure positive variances continue or negative variances are mitigated and/or avoid. Because comparisons of actual results with the annual budget are important, budgetary comparisons are a required element of fair budget submittals.

F&E's Budget Philosophy

The Division of Fairs and Expositions' (F&E) budget philosophy can be summarized as follows:

- Annual budget proposals should be realistic, achievable and consistent with the fair's strategic plan. Without these characteristics, the effectiveness of the budget as a management tool is diminished.
- Budget should reflect a net profit or, at worst, "break even" at year-end. State allocation is included when calculating total revenues.

- While there are wide variations of acceptable planning philosophies, F&E recommends historical trend budgets.
- Significant variances of actual performance against budget should have reasonable explanations.
- Current-year projections and the degree of growth contained within the annual budget proposal should be realistic and reasonable based on past financial trends and performance (*historical trend budgeting*).
- Since a state-wide contingency fund does not exist to finance unforeseen liabilities at fairs, maintaining a reserve balance of 10% to 15% of the fairs' prior year actual expenditures is recommended, **but not required**.

Budget Copies

Submit one (1) original, signed budget and one (1) copy to F&E.

If multiple copies of the approved budget are required for County submittal, please inform F&E of this need in the Fair's transmittal letter.

Deadline

For F&E to process your budget in a timely manner, it must be **complete** and **postmarked no later than May 20, 2007**. Budgets are reviewed in the order they are received. F&E suspends the processing of incomplete budget submittals (e.g., missing forms, inaccurate calculations, inadequate justifications, unrealistic projections, etc.) until it has received all appropriate information or documentation.

Base Allocations

The first portion of the base allocations for approved budgets will be distributed as early as July 2007, depending on the budget submittal date, budget approval date and available cash flow. The balance of the funds will be distributed in installments before December 31, 2007.

Below is a summary of expected FY 2007/08 base allocation amounts for your reference:

| Fair Classification | FY 2007/08 Base Allocation |
|---|----------------------------|
| I | \$180,000 |
| II | \$150,000 |
| III | \$124,000 |
| IV | \$105,000 |
| V | \$40,000 |
| VI-VII | \$35,000 |
| Special Events | |
| Grand National Rodeo (1-A DAA) | \$140,000 |
| Great Western Livestock Show (24 th DAA) | \$50,000 |
| San Benito County Saddle Horse Show | \$50,000 |

NOTE: that F&E is still in its Expenditure Plan preparation phase. Therefore, the final budgeted 2007/08 base allocation amounts are subject to change.

Budget Pages to Submit

Fair organizations must submit the following budget pages *in the order listed*:
(For ease of processing, do not staple pages together; instead please use binder clip on completed package.)

Budget Forms (ALL FAIRS)

- | | |
|--|---|
| <input type="checkbox"/> Pages 1 to 11 | With appropriate signatures |
| <input type="checkbox"/> Schedule 1-A | Permanent Positions on roster for FY 2007/08 (filled, vacant, and proposed) |
| <input type="checkbox"/> Schedule 1-A2 | Projected Employee Leave Balances |
| <input type="checkbox"/> Schedule 1-B | Temporary Positions proposed for FY 2007/08 |
| <input type="checkbox"/> Schedule 1-C | Contracted Professional Services for FY 2007/08 |
| <input type="checkbox"/> Schedule 2 | Property, Plant and Equipment |
| <input type="checkbox"/> Schedule 3A | Non-Fair Funds Reconciliations for Capitalized Projects |
| <input type="checkbox"/> Schedule 3B | Reconciliation of F&E Funds Used for Operating Purposes |
| <input type="checkbox"/> Exhibit 1 | Budget Variance Explanation (with required signatures) |

Fair organizations with Satellite Wagering:

- | | |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> SW-1 | Summary of Satellite Wagering |
| <input type="checkbox"/> SW-2 | Satellite Wagering Labor Detail |

Fair organizations with Motorized Racing (Fair promoted only):

- | | |
|------------------------------|-------------------------------|
| <input type="checkbox"/> MR | Summary of Motorized Racing |
| <input type="checkbox"/> MRL | Motorized Racing Labor Detail |

District Agricultural Associations (DAAs) only:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Exhibit II | Personnel action request for proposed new or reclassified positions |
|-------------------------------------|---|

Additional Required Reports (ALL FAIRS):

- | |
|--|
| <input type="checkbox"/> Balance Sheet |
| <input type="checkbox"/> Income Statement |
| <input type="checkbox"/> Summary Trial Balance |

Reporting of Prior-Year Actual (STOP) Data

For your convenience, we have included pages 1, 2 and Schedule 1 from the fair's 2005/2006 STOP that was accepted by F&E and pages 1, 2, and Schedule 2 from the fair's 2006/07 approved budget to assist you with reporting prior-year actual financial data and the prior-year approved budget data.

The prior-year STOP data should be transferred to column 1 of the budget proposal without modification.

If the Fair feels that deviating from the previously reported data is warranted, we recommend that the Fair contact F&E to discuss the matter before finalizing the budget proposal. This simple, yet important, task can potentially reduce F&E's processing and

turnaround time in half. Therefore, it is to the Fair's advantage to ensure this task is achieved.

Reporting of Prior-Year Budget Data *UPDATED*

Formulas are no longer built into the prior year budgeted 2006/07 column on page 1 for beginning net resource balances. Previously, the actual ending net resources from the prior year were automatically carried forward to the cells for beginning net resources in the budgeted 2006/07 column. Unfortunately, this approach created confusion since F&E requested that all fairs report their prior year budget exactly as approved by F&E, which were based on estimated beginning balances.

Fairs now have the option to present their budgeted 2006/07 data based on (1) their budget as approved by F&E last year including the estimated beginning balances utilized, (2) the budget as approved by F&E last year with updated beginning balances based on prior-year actual year-end data as reported by the Fair, (3) the Fair's most recent modified operating budget as approved by the Fair Board of Directors if applicable (non-Additional Reporting fairs only), or (4) the Fair's most recent modified operating budget as approved by F&E if applicable (Additional Reporting fairs only).

Regardless of which option is chosen, fairs are now required to manually enter their beginning balances for Unrestricted and Restricted net resources as well as investment in capital assets in the appropriate cells.

Procedure for Page 1

Governmental Accounting Standards Board (GASB) Statement No. 34 requires all public agencies to segregate restricted versus unrestricted net resources as well as investment in capital assets when preparing financial reports. Page 1 of the budget allows the break down of beginning and ending resources into these three categories. The introduction of Schedule 2, Property, Plant and Equipment, facilitates this breakdown by carrying forward the amount invested in capital assets. Formulas on page 1 will automatically calculate available resources for **Estimated 2006/07 and Proposed 2007/08 columns only**. The beginning balances for **Actual 2005/06 and Budgeted 2006/07** Unrestricted and Restricted resources as well as investment in capital assets **must be manually entered in the appropriate cells**. All ending resources available (with the exception of Restricted resources) will automatically be calculated once beginning balances are accurately imputed.

Fiscal Year 2005/06 Audit for Non-DAAs

Non-DAA fair organizations not audited by Department of Food and Agriculture must submit a copy of their FY 2005/06 audit with the budget submittal. The audit must be conducted by the host county/agency or by a certified public accountant and must meet the host county/agency's requirements.

BUDGET SCHEDULES AND EXHIBIT I

The following schedules and exhibit are part of the complete budget packet.

Bullets detail some reminders or items to consider when preparing the forms.

Schedule 1-A, Permanent Positions

- *DAAAs are to use the exact civil service class title (county & non-profit fair associations may use the position working title).*
- Provide all details requested.
- Include all approved filled or vacant positions and any proposed new positions.
- List vacant positions *not being filled*, noted as “vacant,” and showing no dollar amount.
- Reflect appropriate salary rates, including anticipated increases/cost of living adjustments (COLAs).
- Show overtime to be paid, in lieu of compensating time off (CTO), as a lump sum line item for each applicable account.
- Support proposed new or reclassified positions on Exhibit II, Personnel Action Request. (DAAs only)

Schedule 1-A2, Employee Leave Balance

Fairs are required to budget annually for the projected year-end adjustment to their liability for vacation, annual leave, holiday credits, Personal Leave Program (PLP), and compensated time off (CTO) for all eligible fair staff. Fairs will post the adjustment to Account 50300, Compensated Leave Expense. As a reminder, this adjustment may be a debit or credit entry to Account 50300 depending on whether your total liability at year-end is increasing or decreasing, respectively.

Complete Schedule 1-A2 in the following manner:

- List all permanent and seasonal positions.
- Under the columns “Estimated FY 2006/07” indicate the estimated 6/30/07 leave balances and hourly pay rate for each position.
- Under the columns “Projected FY 2007/08” indicate the projected 6/30/08 leave balances and hourly pay rate for each position.
- The projected FY 2007/08 year-end adjustment will be the difference between the end-of-fiscal-year 2007 liability and the end-of-fiscal-year 2008 liability. This total will be reported and carried on to account 50300 on page 6.

NOTE: Some non-DAA fairs may be required to accrue sick leave in addition to the aforementioned liability. Refer to your county or non-profit entity requirements, where applicable.

Schedule 1-B, Temporary Positions

- Include all non-permanent employees and budgeted amounts for any account where temporary wages are allocated.
- *Include non-testing seasonal positions (civil service 194-day actual time worked [ATW] appointments).*
- Include overtime at time and one-half if fair organization no longer meets criteria for FLSA exemption. Otherwise, overtime should be budgeted at straight-time.
- Provide all detail requested on this form.

NOTE: The amounts shown for each account on the schedule(s) must agree with the amounts included in the respective accounts, budget pages 6 through 9.

Schedule 1-C, Contracted Services

- Include all contracted professional services and budgeted amounts for any account where professional services are allocated.
- Provide all detail requested on form.

NOTE: The amounts shown for each account on the schedule(s) must agree with the amounts included in the respective accounts, budget pages 6 through 9.

Schedule 2, Property, Plant and Equipment

Governmental Accounting Standards Board (GASB) Statement No. 34 requires all public agencies to report the value of their fixed assets (property, plant and equipment) in their financial reports using the full accrual basis of accounting. Under this method, expenditures for capital outlays are reported as assets and depreciation is reported as an expense over the estimated useful life of the asset. Beginning January 2004, all fairs were required to begin depreciating their fixed assets. Therefore, fairs must budget for the estimated depreciation expense for FY 2006/07 using account 90000, Depreciation Expense.

Schedule 2 is designed to help fairs plan property acquisition and disposition and, using this data, projects their year-end investment in capital assets. This projection is then carried forward to the ending resources on page 1.

Complete Schedule 2 in the following manner:

- Beginning Property, Plant and Equipment (PP&E) is the total amount of accounts 19000, Construction in Progress; 19100, Land; 19200, Buildings and Improvements; and 19300, Equipment. Do not subtract accumulated depreciation or long-term debt associated with capital assets as these amounts will be deducted later. Enter this amount in the estimated FY 2006/07 column.
- Under Acquisitions of Fixed Assets, list any purchases or projects completed or planned for completion in FY 2006/07.
- Under Disposition of Fixed Assets, list any assets disposed of in FY 2006/07. Disposal of an asset includes sale, theft, loss, or salvage. This would include demolition of an existing structure.
- Under Accumulated Depreciation, July 1, list your July 1, 2006 beginning total for accounts 19210, Accumulated Depreciation-Buildings and Improvements; and 19310, Accumulated Depreciation-Equipment.
- Under Accumulated Depreciation Disposition of fixed Assets enter the total amount of assets disposed of in FY 2006/07 (enter as a negative number).
- Under Annual Depreciation Expense, enter the estimated FY 2006/07 depreciation amount.
- The Accumulated Depreciation, June 30, ending amount will automatically carry to the July 1, 2007 beginning Accumulated Depreciation cell.
- Under Long-Term Debt, enter the estimated year-end amount of all long-term debt associated with PP&E.
- Repeat this process to complete the Proposed FY 2007/08 column.

Schedule 3A, Non-Fair Funds Reconciliation for Capitalized Projects

Please enter all resources received to "Capital Project Reimbursements," account 31900, on this schedule. Separate them out into the appropriate categories as listed on the form.

Enter the corresponding capital investment in the appropriate section of the form. If the project funds were run through the fair's books (i.e., if the fair paid the vendors directly), enter this information under "Resources Applied (Run through Fair's Accounting System)." If the capital expenditures were paid directly by outside sources (i.e., CCA), enter this information under "Resources Applied (Paid directly by CCA)." Do not include fair funded expenditures.

"Resources appropriated in prior year" (top of schedule) should be used to reflect resources acquired in a prior year that were previously recorded as deferred revenue, but is now being recognized as revenue in the current year. Deferred revenue is recorded when a fair receives resources in one year, but does not expect to expend the funds on a capital project until a subsequent year. The recognition of the revenue takes place when such funds are ultimately spent on the capital project for which the funds were designated.

Total Resources received less funds remaining (deferred revenue) from this schedule are automatically carried to page 1.

Schedule 3B, Reconciliation of F&E Funds Used for Operating Purposes *UPDATED*

This schedule should be used to summarize F&E funds received and spent on operating activities that are not related to capital projects (e.g. Flex Capital, etc.) and posted to account #34000, Other Resources Acquired. **Other non-fair funds (funds from non-profit arm of the fair, non-governmental grants or contributions, etc.) received for operating purposes should no longer be included on Schedule 3B, nor posted to account #34000.** Such receipts should be posted to the appropriate operating revenue account such as other revenue, donations, etc. Do not include fair funded expenses. Totals from this schedule are automatically carried to page 1 and 10.

Account 94500, Other Operating Expense, shall be used to record fair operating expenses funded from F&E funds. Utilizing Account 94500 to capture all operating expenses funded by F&E will allow the fair and F&E to separately identify the status of these funds received, which were received by the Fair for specified program purposes. This will ensure that all such funds are ultimately spent for the purposes intended.

Exhibit 1, Budget Variance Explanation

Budgetary comparisons are a requirement for budget submittals. This includes a comparison of (a) FY 2006/07 budget to FY 2006/07 estimated results of operations and (b) FY 2006/07 estimated results of operations to FY 2007/08 proposed budget. As previously mentioned in F&E's Budget Philosophy section, significant budget variances

should have reasonable explanations. Significant variances that are not explained may require additional information for final budget approval.

- Report form is prepared in Word table format.
- Variances are automatically calculated on page 11 of the budget.
- All variances of +/- \$10,000 **and** 10% or greater must be explained. The purpose of utilizing both the dollar and percentage variances is to avoid requiring explanations for variances that may be significant in dollar amount, but immaterial as a percentage change and vice versa.
- For variances less than the above criteria, please note in the explanations "No significant change."
- ***CEO and board president must sign form.***

SATELLITE WAGERING

F&E requires each fair organization that operates a satellite wagering facility to budget funds for the exclusive purpose of maintaining the satellite wagering facility at high comfort and aesthetic standards. F&E recommends, at the minimum, an amount equal to the previously CARF-assessed equipment replacement fund.

Satellite Wagering (SW-1) & Labor Detail (SW-2)

- Provide all detail requested on form.
- Include an amount for equipment replacement or sinking fund in account 65405.

MOTORIZED RACING

Fairs that produce motorized racing events are required to complete and submit details of revenues and expenses, and a listing of related labor costs.

Motorized Racing (MR) & Labor Detail (MRL)

- Provide all detail requested on forms.

BUDGET PREPARATION WORKSHEETS

Worksheets designed to aid you in the preparation of your budget will be provided in a separate "workbook" on the Department's website www.cdfa.ca.gov/fe. These forms are not a required part of the budget, but for the organization's use only. **Please DO NOT submit the following with the budget.**

- **Accrued Revenue & Expense (W-R&E)**
- **Junior Livestock Auction (W-JLA)**
- **Fair Labor Standards Act (W-FLSA)**
- **Employee Benefits and Payroll Taxes (W-EB)**

ADDITIONAL CONSIDERATIONS

Employee Benefits, Employer's Portion (subject to change)

- Social security (OASDI) is calculated at 6.2%; it affects schedule 1-A employees and temporary employees who exceed 1000 hours in a fiscal year (July through June). (For more specific information, contact your Human Resources analyst.)
- Medicare or hospital insurance (HI) applies to **all** employees and is computed at 1.45%.
- Part-time, Seasonal, Temporary (PST) calculated at the rate of \$4.45 per employee, per month and applies to schedule 1-B employees who work less than 1000 hours in a fiscal year (July through June).
- Health insurance premiums should be projected at a 3% to 10% increase from estimated FY 2005/06. For more specific detail, check with provider.
- Retirement contributions are calculated at applicable rates for the specific tier. *Fair organizations should adjust these rates to the most recent quote from PERS.*
- Other benefits, i.e., dental, vision, long term disability (LTD), etc. should be calculated at the rates specified by the provider; if processed through California Fairs Services Authority (CFSA), a \$2.00/employee/month/benefit administration fee is assessed in addition to the premiums.

Insurance Costs

- General Liability..... Contact CFSA for current rates
- Workers Compensation (applies to all employees and volunteers) Contact CFSA for current rates
- Unemployment Insurance (UI)
 - Employer's costs..... Class I-II 0% of total projected UI cost
 - Class III-IV 25% of total projected UI cost
 - Class V-VII 50% of total projected UI cost

ADDITIONAL NOTES

Review Meeting(s)

As a condition of funding approval, F&E may request to meet with the CEO and members of the board to discuss the financial condition of the fair organization.

Questions?

Please direct any questions regarding preparation of the annual budget submittal to:

Crystal G. Myers
Fiscal Operations
Division of Fairs & Expositions
Office: (916) 263-2962
Fax: (916) 263-2969
E-mail: Cgmyers@cdfa.ca.gov

California Department of Food & Agriculture
Division of Fairs & Expositions
FY 2007/08 ANNUAL BUDGET

Budget Review Check Sheet

You can avoid some of the most common items that slow budget approval by double-checking the following:

- ☐ Do the Actual FY 2005/06 figures agree **exactly** with the FY 2005/06 Statement of Operations as submitted to Fairs & Expositions?
- ☐ Do Budget FY 2006/07 figures agree with one of the following?:
 - Budget as approved by F&E last year including the estimated beginning balances utilized
 - Budget as approved by F&E last year with updated beginning balances based on prior-year actual year-end data as reported by the Fair
 - Fair's most recent modified operating budget as approved by the Fair Board of Directors if applicable (non-Additional Reporting fairs only), or
 - Fair's most recent modified operating budget as approved by F&E if applicable (Additional Reporting fairs only).
- ☐ Does the beginning reserve for Estimated FY 2006/07 agree **exactly** with the ending reserve on the FY 2005/06 Statement of Operations as submitted to Fairs & Expositions?
- ☐ Does the beginning reserve for Proposed FY 2007/08 agree **exactly** with the ending reserve from the Estimated FY 2006/07 column?
- ☐ Does PP&E July 1, Estimated 2006/07 agree **exactly** with FY 2005/06 Statement of Operations PP&E before Depreciation, June 30 as submitted to Fairs & Expositions?
- ☐ Does Accumulated Depreciation, July 1, Estimated 2006/07 agree **exactly** with FY 2005/06 Statement of Operations Accumulated Depreciation, June 30 as submitted to Fairs & Expositions?
- ☐ Are all pages, schedules, and exhibits complete and contain all required signatures?
- ☐ Did you remember to check your calculations and/or formulas?
- ☐ Did you remember to include the required additional reports (balance sheet, income statement and summary trial balance)?

California Department of Food & Agriculture
Division of Fairs & Expositions
FY 2007/08
BUDGET CONTENTS CHECKLIST
DUE MAY 20, 2007

Check list of the documents to be included with the FY 2007/08 Budget.

FY 2007/08 Operating Budget:

- ☐ Pages 1-11 (Signatures required on page 1)
- ☐ Schedule 1-A, Permanent Positions
- ☐ Schedule 1-A2, Projected Employee Leave Balance
- ☐ Schedule 1-B, Temporary Positions
- ☐ Schedule 1-C, Contracted Professional Services
- ☐ Schedule 2, Property, Plant & Equipment
- ☐ Schedule 3A, Non-Fair Funds Reconciliation for Capitalized Projects
- ☐ Schedule 3B, Reconciliation of F&E Funds Used for Operating purposes
- ☐ Exhibit 1, Budget Variances (Signatures required)

Reports:

- ☐ Balance Sheet (as of April 30, 2007)
- ☐ Income Statement (as of April 30, 2007)
- ☐ Summary Trial Balance (As of April 30, 2007)

Fair organizations with Satellite Wagering Facilities:

- ☐ SW-1, Satellite Wagering detail
- ☐ SW-2, Satellite Wagering labor detail

Fair organizations with Fair-Operated Motorized Racing:

- ☐ MR, Motorized Racing detail
- ☐ MRL, Motorized Racing labor detail

DAAs proposing personnel changes:

- ☐ Exhibit II, Personnel Action Request

Non-DAAs:

- ☐ Copy of FY 2005/06 audit

Required signatures must be included for budget to be processed.